



# AMERICAN EMBASSY



## FINANCIAL SPECIALIST

As our new Financial Specialist, you will be the principal advisor to the Financial Management Officer (FMO) on all matters concerning financial-management operations at the U.S. Embassy Colombo and supervise the development, implementation, application, coordination, and management of financial operations for the Department of State and other agencies at post.

Are you fluent in English (English will be tested)? Do you have a high level of interpersonal skills and skills in articulating (orally and in writing) complex issues and relationships between functions/programs/projects and funding options? Will you be able to persuade people to accept your recommendations relating to financial management issues? Do you have the ability to manage your subordinates effectively to ensure effective and timely performance and to ensure that the workforce is properly trained and motivated? Then you may be the person we're looking for!

**Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses:**

1. Position Title, 2. First, Middle, and Last Names as well as any other names used, 3. Current Address, 4. Day, Evening, and Cell phone numbers, 5. E-mail address, 6. National Identity Card Number, 7. List of any relatives or members of your household who work for the U.S. Government (Name, Relationship, Position, Location), 8. Are you between ages 18 and 60? (Y/N), 9. Have you completed GCE (A/L)? (Y/N, if 'Y', Results and Year of Examination), 10. Do you have a professional qualification in Accounting/Finance (example Bachelor's Degree in Accounting/Finance, ACCA, CIMA, ICASL, CMA)? (Y/N, if 'Y', Results and Year of Examination), 11. Do you have five years' experience in the fields of Accounting or Finance, including three years' supervisory experience? (Y/N – If 'Y' state employer, position title, years /months of employment in each position & summary of duties), 12. What is your current monthly take-home salary?

**Applications without the above separate page will not be considered.**

**Your monthly take-home salary will be Rs. 103,148.**

Your application should reach us on or before March 24, 2011 at P.O. Box 106, Colombo; or by e-mail at [Colombohr@state.gov](mailto:Colombohr@state.gov). Please include "Financial Specialist" on the top left-hand corner of the envelope, or for e-mail, type "Financial Specialist" in the subject line.

✓ **Only short-listed candidates will be contacted.**

The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement.